

job description

Role: Digital Project Manager - Events

Department: Digital

Location: Hartlebury

Salary: Negotiable

Your reason for being here...

Every team member has a purpose, and yours is owning digital solutions for events and immersive experiences in one of our cross-functional production teams. You'll work your magic to build strong relationships and deliver first-class customer service, resulting in the impeccable delivery of projects.

The way you roll...

You're an experienced project manager who's ambitious, hands-on and enjoys working in a fast-paced environment. You have a cracking understanding of UX and the creative process, plus your planning skills aren't too shabby.

You can communicate clearly and occasionally deal with difficult conversations (we like to call this radical candor), and you'll happily take responsibility for understanding client requirements and ensuring the team delivers these successfully. You'll also have a passion for working as a team (sometimes you might need to work on your own though) to carefully plan and execute top-quality project delivery.

You're not afraid of navigating the worlds of digital event management and web project coordination, and you always demonstrate a good understanding of the event eco-system and the time sensitive nature of the industry. Almost every project will have its differences, but mostly with a short life span (variety is the spice of life), and you'll need to be a keen team member who's happy to be involved in every step of the process. You'll also be super organised, able to manage budgets, production time and have great attention to detail with excellent time management skills - you're not late, late for a very important date.

The right person will blend in with our friendly and collaborative company culture and, rest assured, we all share tea and coffee making duties!

How you make it all possible...

From the get-go, you will be confident with carrying out the following tasks with minimal supervision:

- Collaborating with clients and internal teams to understand the objectives and creative vision for the digital elements of an event
- Developing comprehensive project plans, ensuring seamless coordination with cross-functional teams for flawless event execution
- Managing digital event logistics, and technical requirements, and lead troubleshooting issues during live events
- Overseeing the end-to-end development of public-facing websites and 'experience sites,' ensuring alignment with client goals and industry best practices
- Coordinating with designers, developers, and content creators to deliver high-quality websites
- Integrating CRM solutions into web projects, ensuring seamless data flow and functionality
- Acting as the main point of contact for clients, providing updates on project progress for both digital events and web projects
- Addressing client feedback, managing expectations, and fostering strong relationships to drive satisfaction and repeat business
- Collaborating with marketing teams to implement SEO best practices in web projects, ensuring optimal online visibility
- Infusing creativity into both digital events and web projects, enhancing the overall user experience
- Managing budgets for all projects
- Monitoring expenses and identify cost-saving opportunities while maintaining project quality

What's in your toolbox...

- Proven experience (at least one year) in digital project management (or equivalent experience)
- Excellent organisational, communication and interpersonal skills
- Strong creative thinking and problem-solving abilities

Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

Hang on, there's more...

The role will be based primarily in Hartlebury, but there will be times when you'll need to work from our other places and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

DRPG is an equal opportunities employer. We're committed to building a diverse, inclusive, and authentic workplace where everyone can be their best, so if you're excited about this role, we would love to hear from you and look forward to receiving your application.

Data Security (not super exciting, but necessary).

Please familiarise yourself with the DRPG Information Security Policy and The Pool Privacy Policy in the links below.